

Standard Application for Financial Assistance

2007-2008

General Information

1. Applicant's Name: _____
Street Address: _____
Phone Number: _____ Fax Number: _____
Email: _____
2. Date of Application: _____
3. Duration of Award: Begin: _____
 End: _____
5. USOE Specialist/Monitor: _____
6. Descriptive Name of Program: _____
7. School District/Institute: _____

Application Procedure

- 1) Complete all sections of this application. Incomplete applications will not be accepted.
- 2) Application must be stapled or clipped in the upper left-hand corner.
- 3) Submit all materials to:

Education Specialist
Utah State Office of Education
250 East 500 South
P.O. Box 144200
Salt Lake City, Utah 84114-4200.

Utah State Office of Education
Curriculum & Instruction
Standard Application for Financial Assistance

PLEASE TYPE OR PRINT

Part 1: General Information	
PERSON SUBMITTING FORM	AGENCY (District/Charter School/University/Etc)
DATE OF APPLICATION	DURATION OF AWARD Begin: _____ End: _____
USOE Specialist/Monitor:	
DESCRIPTIVE NAME OF PROGRAM	
ABSTRACT	

PLEASE TYPE OR PRINT

Part 2: PROGRAM NARRATIVE

Applicant:

Project Name:

OBJECTIVE (Clearly state each objective of this proposal.)

ACTIVITIES (Describe the activities to accomplish each objective.)

EVALUATION (Describe how each activity will be evaluated to determine the efficacy of the activity to meet the objective.)

PLEASE TYPE OR PRINT

Part 3: BUDGET		
Applicant:		Project Name:
Description	Funding Requested	Matching Funds (if Applicable)
Salaries for Instructors/Presenters		
Administrative Costs (i.e., director, assistant, secretary – Describe in abstract)		
Material (Describe in abstract)		
Incentives to teachers: (i.e., books, materials, stipends - Describe in abstract)		
Food/Lodging/Meeting Room		
Substitutes		
Travel		
Other (Describe in abstract)		
TOTAL		

ASSURANCES

The applicant assures compliance with each of the following requirements:

- (a) A complete report of the use of funds and accomplishment of activities on or before Oct 1. Reporting form can be found at: http://www.schools.utah.gov/curr/directors/documents/S2005-2006Reporting_of_In-service_Projects.doc
- (b) Appropriate credit will be available and awarded.
- (c) List of attendees and their Cactus numbers will be submitted to USOE.
- (d) Fiscal monitor to assure compliance with federal and state regulations.

PERSON SUBMITTING Application (printed name)

E-mail ADDRESS:

SUPERINTENDENT/DEPARTMENT HEAD (printed name)

SUPERINTENDENT/DEPARTMENT HEAD (signature)